



DEPARTMENT OF EDUCATION

P.O. Box 83720
BOISE, IDAHO 83720-0027

DR. MARILYN HOWARD
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Division of School Transportation
208-332-6851

MEMORANDUM

TO: Superintendents, Charter School Administrators, Business Managers, and Transportation Supervisors

FROM: Lanette Daw, Finance Specialist, Division of School Transportation

DATE: August 22, 2006

SUBJECT: Transportation Reimbursement Workshops

The State Department of Education Division of School Transportation will be holding regional workshops to discuss transportation reimbursement issues. The workshop topics will include reimbursement history, funding cap and audits, transportation 681/682/683 accounts, and a long session on how to complete the Student Transportation Reimbursement Claim Forms. Administrative personnel and transportation supervisors are invited to attend, with our focus on those involved in completing the Student Transportation Reimbursement Claim Forms.

The workshops will be held from 8:30 a.m. to 12:00 p.m. at the following locations. The workshops may extend into the afternoon based on the length of discussions and questions.

- Coeur d'Alene: Thursday, September 14, 2006
Midtown Center, 1505 N 5th St, corner of Linden & 5th Street
- Lewiston: Friday, September 15, 2006
Lewis-Clark State College, 4th Street, Sam Glenn Complex, Room 41
- Arimo: Wednesday, September 20, 2006
Marsh Valley High School Auditorium, 12655 South Old Highway 91
- Idaho Falls: Thursday, September 21, 2006
Bonneville School District Office Board Room, 3497 N Ammon Road
- Jerome: Friday, September 22, 2006
Idaho State Police Facility, 218 West Yakima
- Boise: Monday, September 25, 2006
JR Williams Building East Conference Room, 700 West State Street

We invite district personnel to attend one of these workshops. Please contact me at (208) 332-6851 or email LDaw@sde.idaho.gov with which workshop you plan to attend. Pre-registration is not required, but will be used to help us prepare the appropriate handouts and supplies.

Office Location
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